

91-008

March 25, 1991

PERS and TRS Employers

New Member Enrollment Form (DRS 101006)

The enclosed new Enrollment Forms **replace** the Employee's Permanent Record (EPR) form.

The member Enrollment Form is essential to establish an employee's retirement account. DRS relies on employers to ensure timely submission of enrollment information and to ensure that the Social Security number (SSN) the employee writes on the form is correct. Retirement files are established by Social Security number, so an incorrect SSN will cause delays in the member receiving benefits.

Two new procedures are being implemented April 1, when the Enrollment Form goes into use.

1. A member will complete and submit an Enrollment Form only when he or she initially enters a specific retirement system.
2. Incomplete Enrollment Forms received by DRS will be returned to the employer with a request to complete the form and return it to DRS.

These new procedures were detailed in DRS Notice 91-002. If you have any questions about the use of the Enrollment Form, call the DRS Enrollment Unit at (206) 753-5292, SCAN 234-5292.

Effective April 1, DRS will accept only the Enrollment Form. Please **discard or recycle** your remaining copies of the Employee's Permanent Record. For additional forms, call Office Services at (206) 753-0348 or SCAN 234-0348.

Maureen H. Westgard
Deputy Director

Please turn to page 2 for instructions on filling out the employer portion of the enrollment form

Who Should Complete the Enrollment Form?

A PERS or TRS employee should complete and submit an Enrollment Form only when he or she

initially enters a specific retirement system.

If you hire an employee who has previously been a member of the retirement system under which you report him or her, that person does not have to complete an Enrollment Form. Employment information for those who have previously established membership in a retirement system will be derived from the data reported on your monthly transmittal report.

Completing the Form

Type or print using black ink to fill in the form.

- Ask the employee to complete the *Employee Portion* using the tear-off instruction sheet attached to the form.
- In the *Employer Portion*, enter your agency's name as it is listed with the DRS (as it appears on your transmittal report).
- Enter the title of the employee's position.
- Enter the date the employee became eligible for membership in the retirement system.
- Check the retirement system the employee is being enrolled in.
- Check the plan the employee is being enrolled in. This should be Plan II.

Any new employee who was not previously enrolled in a retirement system will be enrolled in Plan II. (An employee who has been a member of a retirement system will not need to complete the Enrollment Form.)

- Enter your agency number as assigned by DRS. (This is the same number as the "Employer Department Number" on your transmittal report).
- Type or print your agency's name and mailing address in the address block.
- Verify that the employee's Social Security number is correctly entered on the Enrollment Form by comparing it with a copy of the person's Social Security card. Place your initials in the box provided to indicate that you have verified the number. (Or you may attach a copy of the employee's Social Security card.)
- Review the employee's portion of the form to ensure that all sections are complete. Then print your name, title, and phone number, and sign the bottom of the form.
- Mail the form to:

Department of Retirement Systems
Membership Section
1025 E. Union - ES-11
Olympia, WA 98504-2511

1991 DRS Notices

If you did not receive a Notice, check this list to verify that the Notice applies to you and/or your employees. If you need a copy, call the DRS Technical Writing Unit at (206) 586-4515, SCAN 321-4515.

Notice No.	Date	Applies to/ Subject matter
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91-001	Feb. 4	All Retirement Systems Transmittal report due dates
91-002	Feb. 25	PERS and TRS Employers New member Enrollment Form and procedure
91-003	Feb. 25	Employers of LEOFF, Judicial, and Washington State Patrol Retirement Systems New member Enrollment Form
91-004	Mar. 4	PERS Employers Changes to member brochure "PERS Disability Benefits"
91-005	Mar. 13	PERS Employers Members' Annual Statements
91-006	Mar. 13	LEOFF, Judicial, and Washington State Patrol Retirement System Employers Members' Annual Statements
91-007	Mar. 19	All Retirement System Employers Proposed rules to implement an interest charge on past due accounts
91-008	Mar. 25	PERS and TRS Employers New member Enrollment Form (DRS 101006)
